

## Supported Living Hourly (SL1) Service-Family managed Service Description

### **General Description:**

Supported Living Hourly-Family managed (SL1) provides one-on-one hourly support, supervision, training and assistance for people to live as independently as possible. SL1 service is available to those who are still residing with their parents, related caregivers or guardians in the main dwelling of a residence, or in an adjoining apartment or dwelling on the same property as the residence, or in a duplex with adjoining doorways SL1 is a reduced version of the services contained within the SLH service description and is used when parents, related parties or guardian(s) assume the primary responsibility for the person's health and welfare, safety, management of benefits, medication compliance observation and recording, and activities of daily living. SL1 activities are prioritized based upon the person's assessed needs but may include maintenance of personal care services, homemaker, chore attendant care, advocacy, communication, assistance with activities of daily living and instrumental activities of daily living, transportation to access community activities and shopping, keeping track of money and bills and using the telephone; and indirect services such as socialization, self-help and adaptive/compensatory skills development necessary to reside successfully in the community. Therefore, the following codes are not available to those receiving SL1 services since these services are included in the service description for SL1:

Chore Services (**CH1, CHA**)

20 Personal Assistance (**PAC, PA1**)

Homemaker Services (**HS1 & HSQ**)

21 Routine, Non-medical Transportation (**DTP**)

Persons are excluded from receiving the following services and SL1: (Cannot bill for SL1 and the codes listed above and below in bold)

Adult Foster Care (**AFC**)

Community Service Broker (**CSB**)

Consumer Preparation (**PAP**)

Family Training and Preparation Services (**TFA, TF1**)

Family and Individual Training and Preparation Services (**TFB, TF2**)

Host Home Support (**HHS**)

Professional Parent Supports (**PPS**)

Residential Habilitation Routine Support (previous Community Living Routine Support) (**RHS**)

Residential Habilitation Intensive Support (previous Community Living Intensive Support) (**RHI**)

Supported Living with Natural Supports (**SLN**)

Supported Living-Hourly (**SLH**)

Persons who receive SL1 may not bill for Day Support or Supported Employment services that occur during the same hours of the day.

Family Training and Preparation Services (TF1) and Family and Individual Training and Preparation Services (TF2) may be made available to persons when an exceptional care need exists, after the review and approval of the Regional Director of the DHS/DSPD region where the person is residing.

Supported Living Hourly-Family Managed (SL1) services are available only to those participating in the Self-Administered Services method.

### **Population Served:**

The Employee shall serve people currently receiving services from DHS/DSPD with mental retardation and related conditions, and adults age 18 and older with acquired brain injury, as defined in Utah Administrative Rule R539-1 (<http://rules.utah.gov/publicat/code/r539/r539.htm>).

### **Employer's Qualifications:**

Employees must be certified by DHS/DSPD as an authorized provider of services to persons with disabilities in accordance with Utah Code Section 62A-5-103. <http://www.le.state.ut.us/~code/TITLE62A/62A05.htm>

Employers shall be enrolled as an approved Medicaid Provider with the Department of Health and agree to allow DHS/DSPD to bill Medicaid on its behalf for covered Medicaid services included in the rate paid by DHS/DSPD to the Employee. Employees shall also agree to participate in any DHS/DSPD provided Medicaid training.

Employer shall be under DHS, DPSD contract to provide SL1 and certified by DSPD.

Employer shall demonstrate knowledge of emergency evacuation procedures for fire and other disasters as well as knowledge of proper nutrition and meal planning.

**Employee Qualifications:**

Employees shall demonstrate competency in providing SL1 services, as determined by the Employer, in addition, all applicable education, and training shall be completed before performing any work for persons without supervision.

SL1 employees shall be trained in the Staff Training Requirements as outlined in applicable General Requirements, Home and Community Based Waiver, rule, statute, and contract and service specific training areas.

SL1 Employees shall pass a BCI background check through the Department of Human Services, Office of Licensing and have a record of the BCI results in the staff record.  
<http://rules.utah.gov/publicat/code/r501/r501-14.htm>

SL1 staff shall be at least 16 years of age.

**Service-Specific Training Requirements**

Employees shall receive specific staff training that prepares them to complete the critical job functions for this service and orients them to the person being supported by this service..

Employees shall complete and achieve competency in specific training areas 1 through 8 within 30 days of employment or before working unsupervised with a person. Staff shall complete and achieve competency in training areas 9 through 12 within 6 months of employment.

1. Medication competency:

- a. Identification of common medications, their effects, purpose and side effects,
- b. Identification of medications and medication side effects specific to the person,
- c. Recording and documentation of self-administration of medications, and
- d. Training on commonly used medications including the reason and circumstance for administration, dose, and scheduling.

2. Recognition of illness or symptoms of health deterioration specific to the person.

3. Dietary issues specific to the person.

4. Critical health care issues specific to the person.

5. Swallowing and eating difficulties specific to the person.

6. Principles of age appropriate community inclusion and natural support development specific to the person.
7. Preferences and non-negotiable routines specific to the person.
8. Significant functional limitations and disabling conditions specific to the person.
9. Key elements of the American with Disabilities Act.
10. Person centered assessment and plan development.
11. How to develop and support the person's preferred recreational and leisure activities.
12. Employers and employees providing ABI services shall demonstrate competence or awareness in the following areas:
  - a. Effects of brain injuries on behavior,
  - b. Transitioning from hospitals to community support programs including available resources,
  - c. Functional impact of brain changing,
  - d. Health and medication ,
  - e. Role of the direct care staff relating to the treatment and rehabilitation process,
  - f. Treatment plan and behavioral supports, and
  - g. Awareness of the Family's perspective on the brain Injury .

**Direct Service Requirements:**

- A. Person-Centered Planning: Employees shall participate in and comply with the requirements of the DHS/DSPD Person-Centered Planning Process in providing services.
  1. The Employee is responsible for implementing the applicable portion of the ISP's Action Plan (ISP/AP) These may include a Behavior Support Plan, Psychotropic Med Plan, Staff Instruction sheet, and data collection and/or Task Analysis sheet for skill training or other support.
  2. Once the ISP/AP has been developed, the Employee shall orient the person to that part of the plan that is applicable to the Employee and ensure the person is involved in its implementation.
  3. The Employee shall develop and implement Support Strategies for the person. Employee shall submit Support Strategies and Monthly Summaries to DHS/DSPD.
  4. The Employee, as a member of the person's Team, is required to assist in assessments and meet at least annually (within 12 months of the last Person Centered Process meeting) to review the person's service/support requirements and to make adjustments as necessary based on the person's needs. However, it may meet more often as determined by the person or other members of the team.
- B. Persons' Personal Funds
  1. In the event of an emergency situation, a Employee contacts the person's support team. The Employee may not write a check to the person or allow the person to borrow money from the Employee.

2. A person shall not give cash to or make purchases from the Employee. A person shall not write checks to the Employee.
3. The Employee shall not loan or give money to a person they support. A person shall not loan or give money to the Employee.
4. If the person lives alone or without other family members, belongings with a purchase price or value of \$50.00 or more shall be inventoried. The inventory shall also include other items of significance to the person, which may cost less than \$50.00. The inventory shall be maintained on an ongoing basis and reviewed annually. Discarded items shall be deleted from the inventory list. Documentation of the reason for the deletion of an item shall be maintained and shall require the signature of the person/representative and the Employee if the person/representative is not available. Personal possessions shall be released to the person if the employee leaves employment for the person.

C. Health and Safety Requirements

1. Employees or the person's parent/relative shall immediately contact the appropriate medical professional to report the discovery of any prescribed medication error, including actual missed or suspected missed dosage, misadministration of medication, medication administered at the wrong time, or failure to follow laboratory survey schedule, etc.
  - a. Any medication errors that occur shall be documented in the person's file and reported to the Support Coordinator and Contractor Director or designee.
2. Employees shall notify the Support Coordinator and person representative within 24 hours of the development of a medical issue for any person, such as illness requiring medical appointments or an emergency room visit. This does not include medical appointments for general health check-ups.

D. Transportation

Employee shall provide routine transportation to shopping and other community activities, based on the Employee's and Team's reasonable, professional judgment.

The Employer shall check Employee's driver's driving record annually and shall assure that driver's with problematic records are not allowed to continue providing transportation as part of this service. Employers shall check annually that drivers providing transportation in their personal vehicles have current/adequate auto insurance. Employers shall keep documentation of this review and copies of the driver's record and auto insurance in the employee's file.

Driver's make certain that:

1. Persons are not left unattended in the vehicle.
2. Persons use seat belts and remain seated while the vehicle is in motion.
3. Keys are removed from the vehicle at all time when the driver is not in the driver's seat unless the driver is actively operating a lift on vehicles that require the keys to be in the ignition to operate the lift.
4. All persons in wheelchairs use seat belts, or locking mechanisms to immobilize wheelchairs during travel.
5. Persons are transported in safety restraint seats when required by Utah State law.

6. Vehicles used for transporting persons have working door locks. Doors are locked at all times while the vehicle is moving.

7. Persons arrive safely at the scheduled time and arranged destination, that no one is left alone along the way to or from day supports even in emergency situations or when the health and safety of others may be in question. If necessary during an emergency, the driver may wait until another driver arrives to complete the transport.

E. Access to Community Services

Employee shall assist the person in accessing community services and resources, including but not limited to finding housing, applying for food stamps, obtaining Social Security benefits, etc.

Staff Support:

SL1 is a one-to-one service for persons who require hourly support. Generally, if a person requires more than 8 hours a day CO1, PPS, HHS or RHS may be more cost effective and should be investigated. Actual type, frequency and duration of direct care staff support, and other community living supports shall be defined in the person's ISP/AP based on the person's selected housing arrangement and assessed needs.

Rate:

SL1 is a one-to-one, hourly rate. Payments for SL1 services are not made for room and board, the cost of facility maintenance, routine upkeep or improvement. Personal needs costs are covered through personal income such as Social Security and other income (SSA, SSI, employment).